



JOB DESCRIPTION

Title: **CERAMICS INSTRUCTOR P/T**
Department: Heritage Center
Class Code: 9473
FLSA Status: Non-Exempt
Effective Date: January 10, 1994 (Rev. 12/2013)
Grade Number: 3

GENERAL PURPOSE

Under direct supervision from the Program Director, performs a variety of duties in coordinating and instructing ceramics for senior adults.

EXAMPLE OF DUTIES

- *-- Supervises the Ceramics class; plans and instructs special technique classes; instructs participants; oversees inventory and purchase of supplies; recruits, supervises and trains the ceramic volunteers.
- *-- Maintains program records to include attendance, expenses, revenues and volunteer hours.
- *-- Writes articles pertaining to ceramics for the monthly newsletter and submits in a timely manner; promotes center activities.
- *-- Responsible for proper care and maintenance of kilns and other equipment.
- *-- Responsible for keeping work areas neat; attends to proper storage of ceramic supplies.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- One (1) year experience in teaching ceramics or related time and experience in working with ceramics.

Special Requirements

- Willing to take instructor certifications classes or appropriate classes to keep current.
- Knowledge in kiln operation.

Necessary Knowledge, Skills and Abilities

- Knowledge in proper loading, unloading, and operations of kilns.
- Working knowledge of current ceramic techniques.
- Ability to teach methods and practices.
- Ability to establish and maintain effective working relationships with employees, senior adults and volunteers; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

WORK ENVIRONMENT

- This position requires light physical effort. It may include frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds. Some bending, stooping and/or lifting will be required. Considerable walking may be involved.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.